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Title: Soldiers Manual III

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Things Every Enlisted  
Soldier Should Know

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\*The Nature of an Order  
and of a Command\*

It is necessary to  
understand the difference  
between an order and a  
command.

When an officer gives a  
man an order to perform

a certain task, the  
officer considers that the  
man has intelligence and  
initiative. He gives an  
order in such a way that  
the man is allowed some  
discretion in the manner  
in which the details of

the order will be  
executed.

But when an officer gives  
a man a command, the  
man is directed to  
perform a certain act in  
a certain definite way.  
The man is allowed no

discretion in the manner  
in which the details will  
be executed.

An order contains no  
details of the way a task  
shall be accomplished, but  
a command does.

**\*Ratings\***

(Mark | Proficiency in  
rating | Conduct)

For Unit Officers-

+4.0 | Competent,  
thoroughly reliable,  
attentive, energetic,  
forceful. Not less than

3.5 in conduct | No  
offenses; exemplary in  
conduct, bearing and  
uniform; good influence on  
the unit.

+3.5 | Competent,  
distinctly above the  
average; has qualities

sufficient to justify  
advancement. Not less  
than 3.5 in conduct. |  
Conduct positively good;  
no absent related offense;  
not more than one minor  
offense either in sobriety  
or of other nature.

+3.0 | Competent; reliable  
in his rating. Not less  
than 3 in conduct. |  
Minor offenses only.

+2.5 | Sufficiently good  
to justify retention in  
rating. Not less than 2.5  
in conduct. | Minor

offenses only  
+2.0 | Sufficiently good  
to retain in rating only  
if there is shown  
immediate and decided  
improvement and has 3  
or better in conduct |  
More serious offenses

either in sobriety or  
of other nature  
+1.5 | Unfit for further  
retention in present  
officer rating. | Unreliable  
as officer on account of  
nature of offenses.

+1.0 | Unfit for any

officer rating for any  
cause. | Unreliable as  
officer on account of  
nature of offenses.

Non-Officer men-  
+4.0 | Competent and  
reliable in rating. Not

less than 3.5 in conduct.  
| No offenses, exemplary  
in conduct, bearing, and  
uniform.

+3.5 | Competent;  
distinctly above average;  
qualities sufficient to  
justify advancement. Not

less than 3.5 in conduct  
| No absent breaking;  
Minor offenses only; not  
more than one offense in  
sobriety.

+3.0 | Competent; reliable  
in rating; satisfactory in  
conduct. | Satisfactory;

no repeated absent  
breaking; not more than  
one offense in sobriety

+2.5 | Sufficiently good  
to justify retention in  
rating. | Satisfactory

+2.0 | Sufficiently good  
to retain in rating if

improvement is shown. |  
More serious offenses  
either in sobriety or of  
other nature.

+1.5 | Unfit for retention  
in present rating. |

Unreliable for any cause.

+1.0 | Unfit for rating

for any cause. | Serious  
offenses